

SECTION J - ATTACHMENT C
PAST PERFORMANCE INFORMATION SURVEY QUESTIONNAIRE
Request for Proposal Number: **DFOH-148(1)-NAHC**

FOR:

PLEASE RETURN COMPLETED SURVEY ASAP TO:

ATTN: NAOMI A. HANEY-CERESA
CONTRACT OPERATIONS BRANCH, HRSA
ROOM 13A19, 5600 FISHERS LANE
ROCKVILLE, MARYLAND 20857
PHONE: 301-443-2731
FAX: 301-443-6038

PLEASE FILL IN THE FOLLOWING:

YOUR NAME: _____ YOUR AGENCY: _____

ADDRESS: _____

PHONE NUMBER: _____ FAX : _____

SIGNATURE OF PERSON COMPLETING SURVEY: _____

CONTRACT NUMBER/SOLICITATION NUMBER: _____

YOUR ROLE IN THIS CONTRACT - CIRCLE ONE

PROJECT OFFICER

CONTRACTING OFFICER

CONTRACT SPECIALIST

CONTRACT VALUE (INCLUDING OPTIONS): \$ _____

PERIOD OF PERFORMANCE (INCLUDING OPTIONS): _____

TYPE CONTRACT (I.E. COST REIMBURSEMENT, FIXED PRICE, ETC.): _____

APPROXIMATE PERCENTAGE OF WORK COMPLETED BY SUBCONTRACTORS: ____ %

GENERAL DESCRIPTION OR TITLE OF CONTRACT: _____

RATINGS Please answer each of the following questions with a rating that is based on objective measurable performance indicators to the maximum extent possible. Comments to support rating may be noted on last page. **NUMERICAL RATINGS ARE DEFINED AS FOLLOWS:**

+2 EXCELLENT - Based on the Offeror's performance record, no doubt exists that the Offeror will successfully perform the required effort. A significant majority of sources of information are consistently firm in stating that the Offeror's performance was superior and that they would unhesitatingly do business with the Offeror again.

+1 GOOD - Based on the Offeror's performance record, little doubt exists that the Offeror will successfully perform the required effort. Most sources of information state that the Offeror's performance was good, better than average, etc., that they would do business with the Offeror again.

0 None - No past performance history identifiable.

-1 MARGINAL - Based on the Offeror's performance record, some doubt exists that the Offeror will successfully perform the required effort. Many sources of information make unfavorable reports about the Offeror's performance and express concern about doing business with the Offeror again.

-2 POOR - Based on the offeror's performance record, serious doubt exists that the Offeror will successfully perform the required effort. A significant majority of sources of information consistently stated that the Offeror's performance was entirely unsatisfactory and that they would not do business with the Offeror again.

PLEASE CIRCLE THE NUMERICAL SCORE INDICATING YOUR RATING**QUALITY OF SERVICE**

1.	Compliance with contract requirements	+2	+1	0	-1	-2
2.	Accuracy of reports	+2	+1	0	-1	-2
3.	Effectiveness of personnel	+2	+1	0	-1	-2
4.	Technical excellence	+2	+1	0	-1	-2

COST CONTROL

1.	Record of forecasting and controlling target costs	+2	+1	0	-1	-2
2.	Current. Accurate and complete billings	+2	+1	0	-1	-2
3.	Relationship of negotiated costs to actuals	+2	+1	0	-1	-2
4.	Cost efficiencies	+2	+1	0	-1	-2

TIMELINESS OF PERFORMANCE

1.	Met interim milestones	+2	+1	0	-1	-2
2.	Reliability	+2	+1	0	-1	-2
3.	Responsive to technical direction	+2	+1	0	-1	-2
4.	Completed on time including wrap up and contract administration	+2	+1	0	-1	-2
5.	Met delivery schedules	+2	+1	0	-1	-2
6.	Liquidated damage assessed: yes/no	+2	+1	0	-1	-2

BUSINESS RELATIONS

1.	Effective management, including subcontracts	+2	+1	0	-1	-2
2.	Reasonable/cooperative behavior	+2	+1	0	-1	-2
3.	Responsive to contract requirements	+2	+1	0	-1	-2
4.	Notification of problems	+2	+1	0	-1	-2
5.	Flexibility	+2	+1	0	-1	-2
6.	Pro-active vs. Reactive	+2	+1	0	-1	-2
7.	Effective small/small disadvantaged business subcontracting program	+2	+1	0	-1	-2

CUSTOMER SATISFACTION

1.	The contractor is committed to customer satisfaction	+2	+1	0	-1	-2
2.	Would you recommend selection of this firm again?	+2	+1	0	-1	-2

GENERAL OVERALL RATING OF CONTRACTOR +2 +1 0 -1 -2

ADDITIONAL COMMENTS:

SECTION J

ATTACHMENT D

VOUCHER/INVOICING INSTRUCTIONS

Health Resources and Services Administration

These instructions reflect the standards of the Health Resources and Services Administration (HRSA) for adequately prepared vouchers or invoices. Prompt payment of your claims will be promoted by your compliance. Cost reimbursement contracts (Cost, CFPP, T&M) are subject to audit; therefore, all costs claimed must be adequately supported by accounting records and other auditable data.

Voucher/Invoice Submission

A. Forms

In claiming reimbursement use the Standard Form (SF) 1034 Public Voucher for Purchases and Services Other Than Personal (with continuation sheet SF 1035), which can be found at <http://www.onr.navy.mil/01/024/forms>.

B. Minimum Required Information

The Contractor shall include the information detailed in Section G. of this contract.

C. Number of Copies

For submission purposes each voucher/invoice will be prepared in an original and five (5) copies.

D. Resubmission of Costs

Costs submitted after suspension should be claimed in a separate public voucher and marked "Resubmission of Costs".

E. Cost Incurrence Period

Costs must be incurred, and the dates of the related "billed for" period must fall within the contract performance period set forth in the original contract and any amendments thereof.

F. Contractor's Fiscal Year

Vouchers/invoices should be prepared in such a manner that costs claimed can be associated or identified with the Contractor's fiscal year. This will ensure proper application of an indirect cost rate(s) to the direct costs of a particular fiscal year.

Preparation Guide

COMPLETION OF FORM 1034 OR CONTRACTOR EQUIVALENT --On the Form 1034 or equivalent, the following information is required.

- Within (1) enter the voucher number.
- All spaces numbered (2) should be left blank.
- Within (3) enter date voucher was prepared.
- Within (4) put Contractor's name and address to which payment should be made, except in case of assignment of claims, put the address of the organization to which payments have been assigned.
- Within (5) enter the contract number and date of contract.
- Within (6) enter the number and date of the applicable order. (Applicable only when billings are consequent to work assignments or task orders).
- Within (7) identify the period that billings covers (enter the specific month/year, or months/year if quarterly).
- Within (8) enter the statement given including the contract number.
- Within (9) provide the dollar amount of this billing.

Completion of Summary of Expenditures

These pages follow directly behind the SF 1034 and contain the information detailed in Section F.4., Deliverable Number 7.

SECTION J
ATTACHMENT E

Approved by OMB
0348-0046

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See below for public burden disclosure)

1. Type of Federal Action: a. CONTRACT b. GRANT c. COOPERATIVE AGREEMENT d. LOAN e. LOAN GUARANTEE f. LOAN INSURANCE		2. Status of Federal Action: a. BID/OFFER/APPLICATION b. INITIAL AWARD c. POST-AWARD		3. Report Type: a. INITIAL FILING b. MATERIAL CHANGE FOR MATERIAL CHANGE ONLY: YEAR _____ QUARTER _____ DATE OF LAST REPORT _____	
4. Name and Address of Reporting Entity: Prime _____ Subawardee _____ Tier _____, if known Congressional District, if known: _____			5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address: _____ Congressional District, if known: _____		
6. Federal Department/Agency			7. Federal Program Name/Description: _____ CFDA Number, if applicable: _____		
8. Federal Action Number if known: _____			9. Award Amount if known: \$ _____		
10a. Name and Address of Lobbying Entity <i>(If individual, last name, first name, MI)</i> _____ <i>(attach Continuation sheet(s) SF LLL-A, if necessary)</i>			b. Individual Performing Services <i>(including address if different from No. 10A)</i> <i>(last name, first name, MI)</i> _____ <i>(attach Continuation sheet(s) SF LLL-A, if necessary)</i>		
11. Amount of Payment <i>(check all that apply):</i> \$ _____ actual planned _____			13. Type of Payment <i>(check all that apply):</i> a. RETAINER b. ONE-TIME FEE c. COMMISSION d. CONTINGENT FEE e. DEFERRED f. OTHER; SPECIFY: _____		
12. Form of Payment <i>(check all that apply):</i> a. cash b. in-kind; specify: _____ nature _____ value _____					
14. Brief Description of Services performed or to be Performed and Dates(s) of Service, including offer(s), employee(s), or Member(s) contacted, for Payment indicated in Item 11: _____ <i>(attach Continuation sheet(s) SF LLL-A, if necessary)</i>					
15. Continuation Sheet(s) SF-LLL-A attached: Yes No					
16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a _____ material			Signature: _____		

representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Printed Name: _____ Title: _____ Telephone No.: _____ Date: _____
Federal Use Only:	AUTHORIZED FOR LOCAL REPRODUCTION Standard Form – LLL

INSTRUCTIONS

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
 1. Identify the status of the covered Federal action.
 3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
 4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the first tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
 5. If the organization filing the report in Item 4 checks "Subawardee" then enter the full name, address city, state, and zip code of the prime Federal recipient. Include Congressional District, if known.
 6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
 7. Enter the Federal program name or description for the covered Federal action (Item 1) .If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
 8. Enter the most appropriate Federal identifying number available for the Federal action identified in Item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
 9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
 - (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered Federal action.
 - (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 9a). Enter Last Name, First Name, and Middle Initial (MI).
 10. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
 11. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
 12. Check the appropriate box(es). Check all boxes that apply. In other, specify nature.
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13. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
14. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
15. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of Information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

SECTION J ATTACHMENT F

Table 15-2 Instructions for Submitting Cost/Price Proposals When Cost or Pricing Data Are Required

This document provides instructions for preparing a contract pricing proposal when cost or pricing data are required.

Note 1: *There is a clear distinction between submitting cost or pricing data and merely making available books, records, and other documents without identification. The requirement for submission of cost or pricing data is met when all accurate cost or pricing data reasonably available to the Offeror have been submitted, either actually or by specific identification, to the Contracting Officer or an authorized representative. As later information comes into your possession, it should be submitted promptly to the Contracting Officer in a manner that clearly shows how the information relates to the Offerors price proposal. The requirement for submission of cost or pricing data continues up to the time of agreement on price, or an earlier date agreed upon between the parties if applicable.*

Note 2: *By submitting your proposal, you grant the Contracting Officer or an authorized representative the right to examine records that formed the basis for the pricing proposal. That examination can take place at any time before award. It may include those books, records, documents, and other types of factual information (regardless of form or whether the information is specifically referenced or included in the proposal as the basis for pricing) that will permit an adequate evaluation of the proposed price.*

I. General Instructions

A. You must provide the following information on the first page of your pricing proposal:

- (1) Solicitation, contract, and/or modification number;
 - (2) Name and address of Offeror;
 - (3) Name and telephone number of point of contact;
 - (4) Name of contract administration office (if available);
 - (5) Type of contract action (that is, new contract, change order, price revision/redetermination, letter contract, unpriced order, or other);
 - (6) Proposed cost; profit or fee; and total;
 - (7) Whether you will require the use of Government property in the performance of the contract, and, if so, what property;
-

- (8) Whether your organization is subject to cost accounting standards; whether your organization has submitted a CASB Disclosure Statement, and if it has been determined adequate; whether you have been notified that you are or may be in noncompliance with your Disclosure Statement or CAS, and, if yes, an explanation; whether any aspect of this proposal is inconsistent with your disclosed practices or applicable CAS, and, if so, an explanation; and whether the proposal is consistent with your established estimating and accounting principles and procedures and FAR Part 31, Cost Principles, and, if not, an explanation;
- (9) The following statement: *This proposal reflects our estimates and/or actual costs as of this date and conforms to the instructions in FAR 15.403-5(b)(1) and Table 15-2. By submitting this proposal, we grant the Contracting Officer and authorized representative(s) the right to examine, at any time before award, those records, which include books, documents, accounting procedures and practices, and other data, regardless of type and form or whether such supporting information is specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposed price.*
- (10) Date of submission, and;
- (11) Name, title and signature of authorized representative.
- B. In submitting your proposal, you must include an index, appropriately referenced, of all the cost or pricing data and information accompanying or identified in the proposal. In addition, you must annotate any future additions and/or revisions, up to the date of agreement on price, or an earlier date agreed upon by the parties, on a supplemental index.
- C. As part of the specific information required, you must submit, with your proposal, cost or pricing data (that is, data that are verifiable, factual, and otherwise as defined at FAR 15.401). You must clearly identify on your cover sheet that cost or pricing data are included as part of the proposal. In addition, you must submit with your proposal any information reasonably required to explain your estimating process, including -
- (1) The judgmental factors applied and the mathematical or other methods used in the estimate, including those used in projecting from known data; and.
- (2) The nature and amount of any contingencies included in the proposed price.
- D. You must show the relationship between contract line item prices and the total contract price. You must attach cost-element breakdowns for each proposed line item, using the appropriate format prescribed in the Formats for Submission of Line Item Summaries section of this table. You must furnish supporting breakdowns for each cost element, consistent with your cost accounting system.
- E. When more than one contract line item is proposed, you must also provide summary total amounts covering all line items for each element of cost.
- F. Whenever you have incurred costs for work performed before submission of a proposal, you must identify those costs in your cost/price proposal.
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- G. If you have reached an agreement with Government representatives on use of forward pricing rates/factors, identify the agreement, include a copy, and describe its nature.
- H. As soon as practicable after final agreement on price or an earlier date agreed to by the parties, but before the award resulting from the proposal, you must, under the conditions stated in FAR 15.406-2, submit a Certificate of Current Cost or Pricing Data.

II. Cost Elements

Depending on your system, you must provide breakdowns for the following basic cost elements, as applicable:

- A. **Materials and Services.** Provide a consolidated priced summary of individual material quantities included in the various tasks, orders, or contract line items being proposed and the basis for pricing (vendor quotes, invoice prices, etc.). Include raw materials, parts, components, assemblies, and services to be produced or performed by others. For all items proposed, identify the item and show the source, quantity, and price. Conduct price analyses of all subcontractor proposals. Conduct cost analyses for all subcontracts when the subcontractor submits cost or pricing data. Include these analyses as part of your own cost or pricing data submissions for subcontracts expected to exceed the appropriate threshold in FAR 15.403-4. Submit the subcontractor cost or pricing data as part of your own cost or pricing data as required in paragraph IIA (2) of this table. These requirements also apply to all subcontractors if required to submit cost or pricing data.
 - (1) **Adequate Price Competition.** Provide data showing the degree of competition and the basis for establishing the source and reasonableness of price for those acquisitions (such as subcontracts, purchase orders, material order, etc.) exceeding, or expected to exceed, the appropriate threshold set forth at FAR 15.403-4 priced on the basis of adequate price competition. For interorganizational transfers priced at other than the cost of comparable competitive commercial work of the division, subsidiary, or affiliate of the contractor, explain the pricing method (see FAR 31.205-26(e)).
 - (2) **All Other.** Obtain cost or pricing data from prospective sources for those acquisitions (such as subcontracts, purchase orders, material order, etc.) exceeding the threshold set forth in FAR 15.403-4 and not otherwise exempt, in accordance with FAR 15.403-1(b) (i.e., adequate price competition, commercial items, prices set by law or regulation or waiver). Also provide data showing the basis for establishing source and reasonableness of price. In addition, provide a summary of your cost analysis and a copy of cost or pricing data submitted by the prospective source in support of each subcontract, or purchase order that is the lower of either \$10,000,000 or more, or both more than the pertinent cost or pricing data threshold and more than 10 percent of the prime contractors proposed price. The Contracting Officer may require you to submit cost or pricing data in support of proposals in lower amounts. Subcontractor cost or pricing data must be accurate, complete and current as of the date of final price agreement, or an earlier date agreed upon by the parties, given on the prime contractors Certificate of Current Cost or Pricing Data. The prime contractor is responsible for updating a prospective subcontractor's data. For standard commercial items fabricated by the Offeror that are generally stocked in inventory, provide a separate cost breakdown, if priced based on cost. For interorganizational transfers priced at cost, provide a separate breakdown of cost elements. Analyze the cost or pricing data and submit the

results of your analysis of the prospective sources' proposal. When submission of a prospective sources cost or pricing data is required as described in this paragraph, it must be included along with your own cost or pricing data submission, as part of your own cost or pricing data. You must also submit any other cost or pricing data obtained from a subcontractor, either actually or by specific identification, along with the results of any analysis performed on that data.

- B. Direct Labor. Provide a time-phased (e.g., monthly, quarterly, etc.) breakdown of labor hours, rates, and cost by appropriate category, and furnish bases for estimates.
 - C. Indirect Costs. Indicate how you have computed and applied your indirect costs, including cost breakdowns. Show trends and budgetary data to provide a basis for evaluating the reasonableness of proposed rates. Indicate the rates used and provide an appropriate explanation.
 - D. Other Costs. List all other costs not otherwise included in the categories described above (e.g., special tooling, travel, computer and consultant services, preservation, packaging and packing, spoilage and rework, and Federal excise tax on finished articles) and provide bases for pricing.
 - E. Royalties. If royalties exceed \$1,500, you must provide the following information on a separate page for each separate royalty or license fee:
 - (1) Name and address of licensor.
 - (2) Date of license agreement.
 - (3) Patent numbers.
 - (4) Patent application serial numbers, or other basis on which the royalty is payable.
 - (5) Brief description (including any part or model numbers of each contract item or component on which the royalty is payable).
 - (6) Percentage or dollar rate of royalty per unit.
 - (7) Unit price of contract item.
 - (8) Number of units.
 - (9) Total dollar amount of royalties.
 - (10) If specifically requested by the Contracting Officer, a copy of the current license agreement and identification of applicable claims of specific patents (see FAR 27.204 and 31.205-37).
 - F. Facilities Capital Cost of Money. When you elect to claim facilities capital cost of money as an allowable cost, you must submit Form CASB-CMF and show the calculation of the proposed amount (see FAR 31.205-10).
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III. Formats for Submission of Line Item Summaries

A. New Contracts (Including Letter Contracts)

Cost elements (1)	Proposed contract estimates-total cost (2)	Proposed contract estimated-unit cost (3)	Reference (4)
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Column and Instruction.

- (1) Enter appropriate cost elements.
- (2) Enter those necessary and reasonable costs that, in your judgment, will properly be incurred in efficient contract performance. When any of the costs in this column have already been incurred (e.g., under a letter contract), describe them on an attached supporting page. When preproduction or startup costs are significant, or when specifically requested to do so by the Contracting Officer, provide a full identification and explanation of them.
- (3) Optional, unless required by the Contracting Officer.
- (4) Identify the attachment in which the information supporting the specific cost element may be found (attach separate pages as necessary).

B. Change Orders, Modifications, and Claims

TABLE OMITTED

Column and Instruction.

- (1) Enter appropriate cost elements.
 - (2) Include the current estimates of what the cost would have been to complete the deleted work not yet performed (not the original proposal estimates), and the cost of deleted work already performed.
 - (3) Include the incurred cost of deleted work already performed, using actuals incurred if possible, or, if actuals are not available, estimates from your accounting records. Attach a detailed inventory of work, materials, parts, components, and hardware already purchased, manufactured, or performed and deleted by the change, indicating the cost and proposed disposition of each line item. Also, if you desire to retain these items or any portion of them, indicate the amount offered for them.
-

- (4) Enter the net cost to be deleted, which is the estimated cost of all deleted work less the cost of deleted work already performed. Column (2) minus Column (3) equals Column (4).
- (5) Enter your estimate for cost of work added by the change. When nonrecurring costs are significant, or when specifically requested to do so by the Contracting Officer, provide a full identification and explanation of them. When any of the costs in this column have already been incurred, describe them on an attached supporting schedule.
- (6) Enter the net cost of change, which is the cost of work added, less the net cost to be deleted. Column (5) minus Column (4) equals Column (6). When this result is negative, place the amount in parentheses.
- (7) Identify the attachment in which the information supporting the specific cost element may be found (attach separate pages as necessary).

C. Price Revision/Redetermination

TABLE OMITTED

(Use as applicable).

Column and Instruction.

- (1) Enter the cutoff date required by the contract, if applicable.
 - (2) Enter the number of units completed during the period for which experienced costs of production are being submitted.
 - (3) Enter the number of units remaining to be completed under the contract.
 - (4) Enter the cumulative contract amount.
 - (5) Enter your redetermination proposal amount.
 - (6) Enter the difference between the contract amount and the redetermination proposal amount. When this result is negative, place the amount in parentheses. Column (4) minus Column (5) equals Column (6).
 - (7) Enter appropriate cost elements. When residual inventory exists, the final costs established under fixed-price-incentive and fixed-price-redeterminable arrangements should be net of the fair market value of such inventory. In support of subcontract costs, submit a listing of all subcontracts subject to repricing action, annotated as to their status.
 - (8) Enter all costs incurred under the contract before starting production and other nonrecurring costs (usually referred to as startup costs) from your books and records as of the cutoff date. These include such costs as preproduction engineering, special plant rearrangement, training program, and
-

any identifiable nonrecurring costs such as initial rework, spoilage, pilot runs, etc. In the event the amounts are not segregated in or otherwise available from your records, enter in this column your best estimates. Explain the basis for each estimate and how the costs are charged on your accounting records (e.g., included in production costs as direct engineering labor, charged to manufacturing overhead). Also show how the costs would be allocated to the units at their various stages of contract completion.

- (9) Enter in Column (9) the production costs from your books and records (exclusive of preproduction costs reported in Column (8)) of the units completed as of the cutoff date.
- (10) Enter in Column (10) the costs of work in process as determined from your records or inventories at the cutoff date. When the amounts for work in process are not available in your records but reliable estimates for them can be made, enter the estimated amounts in Column (10) and enter in Column (9) the differences between the total incurred costs (exclusive of preproduction costs) as of the cutoff date and these estimates. Explain the basis for the estimates, including identification of any provision for experienced or anticipated allowances, such as shrinkage, rework, design changes, etc. Furnish experienced unit or lot costs (or labor hours) from inception of contract to the cutoff date, improvement curves, and any other available production cost history pertaining to the item(s) to which your proposal relates.
- (11) Enter total incurred costs (Total of Columns (8), (9), and (10)).
- (12) Enter those necessary and reasonable costs that in your judgment will properly be incurred in completing the remaining work to be performed under the contract with respect to the item(s) to which your proposal relates.
- (13) Enter total estimated cost (Total of Columns (11) and (12)).
- (14) Identify the attachment in which the information supporting the specific cost element may be found. (Attach separate pages as necessary.).

(End of Table 15-2)

SECTION J
ATTACHMENT G

_____DHHS SMALL, SMALL DISADVANTAGED, HUBZone AND
WOMAN-OWNED SMALL BUSINESS SUBCONTRACTING PLAN

(Refer to Section L.11.E. of this solicitation.)

Please download a copy of the subcontracting plan from the following address:

<http://sbo.od.nih.gov/>

(Click on Forms)

SECTION J
ATTACHMENT H

SMALL DISADVANTAGED BUSINESS PARTICIPATION PLAN

1. Commitment to Use SDB's

The extent of an Offeror's commitment to use SDB concerns. Commitment should be as specific as possible, i.e., are subcontract arrangements already in place, letters of commitment, etc. Specific SDB concerns must be identified with points of contact and telephone numbers. Enforceable commitments will be weighted more heavily than non-enforceable commitments.

Targets expressed in dollars and percentage of total contract value for each SDB participating will be incorporated into and become part of any resulting contract. The extend of participation of all SDB concerns in terms of the value of the total acquisition must be identified:

RESPOND HERE:

2. Complexity and Variety of Work

Greater weight will be given for arrangements where the SDB concern shall be performing a greater variety of work, and work of greater complexity.

RESPOND HERE:

SDB Participation Plan (Continued)

3. Cost/Price Reasonableness

Proposed Cost/Price will be evaluated to determine fairness, reasonableness, and realism of costs proposed by SDBs for the work they will perform.

RESPOND HERE:

4. Past Performance

Past performance of the Offeror in complying with subcontracting plans for SDB concerns. An Offeror with an exceptional record of participation with SDB concerns will receive a more favorable evaluation than another whose record is acceptable.

RESPOND HERE:
